



TRANSCRIPT REQUEST FORM

Student Records
5057 Woodward, 5th Floor
Detroit MI 48202
313-577-3531

Standard Processing (\$5.00 fee assessed for all copies over the annual 10 free copies limit.)

Transcript requests will be completed one week from date of submission.

Form with fields for Last, First, Middle, WSU ID or SSN, Birthdate, Home Phone, Address, Apt. #, City, State, Zip, Work Phone, Enrollment details, and options for transcript processing.

How many are you requesting?

Official # Unofficial Send to: (Provide Complete Mailing Address)

Form with sections A and B for requesting transcripts, including lines for # Official, # Unofficial, and Send to address.

During the beginning and end of each semester, volumes increase substantially and may extend the processing time. Please be sure to plan adequate mailing time (in addition to the one week required for processing) when making your request.